

PRE-BID CONFERENCE AND SITE VISIT NOTES  
RENOVATE SPACE FOR EXPANDED  
REHAB THERAPY CLINICS, BLDG. 211

INTROUCTIONS

Contract Specialist – Beverly A. Jones

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In my absence please contact the Contracting Officer

Donald Wentzel

[Donald.Wentzel@va.gov](mailto:Donald.Wentzel@va.gov) 513-559-3702

COR: Andrew Bolyard

A/E: Patrick Hillier – John Poe Architects

Pete Battaglia – LJB – Structural/Civil

Dan VanWinkle – Heapy – Mechanical

Frank Portner – BC+E Engineering - Commissioning

Welcome everyone. Thank you for your interest in the project.

This is the Pre-Bid Conference and Site Inspection for Project 538-16-104  
issued under Solicitation No. VA250-16-B-0014

Project Title – Renovate Space for Expanded Rehab Therapy Clinics, Building 211

All specifications and drawings are available on-line at the Federal Business  
Opportunities website at [www.fbo.gov](http://www.fbo.gov)

Any problems you have with opening the drawings, etc. should be brought to the  
attention of the Contracting Officer/Contract Specialist.

All questions regarding this solicitation must be in writing by e-mail addressed to the  
Contract Specialist. Subject Line must include the solicitation number or title of the  
project.

AS ADVERTISED/ANNOUNCED – THIS SOLICITATION AND ANY RESULTING  
CONTRACT IS 100% SET-ASIDE FOR SERVICE DISABLED VETERAN OWNED  
SMALL BUSINESS CONTRACTORS. THIS MEANS THAT THE PRIME  
CONTRACTOR MUST MEET THOSE REQUIREMENTS AT THE TIME OF  
SUBMITTING THEIR BID. SEE CLAUSE 852.219-10 OF THE SOLICITATION.

Today we will be reviewing both the administrative and technical portions of the  
specifications. Any questions on the administrative part can probably be answered  
today. Any questions on the technical part may or may not be answered today.

We will attempt to make note of all questions today and if necessary we may request  
that your questions be put in writing. If it is determined that an amendment is

necessary your questions will be answered in the form of an amendment to the solicitation.

Once we are finished here we will proceed to the job site. After visiting the job site, if necessary we will return here to discuss any questions, comments, etc.

Caution to contractors - All questions should be addressed to the Contract Specialist and/or Mr. Andrew Bolyard. Any specific questions related to items you feel are not adequately addressed in the specs and/or drawings should be submitted in writing and e-mailed to the Contract Specialist. (Beverly.Jones@va.gov)

Most of you have, at some time, performed work on a government facility and have probably attended similar pre-bid conferences. You may feel that you have heard this all before, but I request your attention in these matters.

Contractors should not attempt to contact the architect engineer for the project directly. All questions regarding the solicitation should be directed to the Contract Specialist.

All bids submitted must be responsive and all bidders submitting bid must be responsible. Proper completion of the bid forms and on-line representations and certifications is essential. Please note that hard copy representations and certifications are no longer included in the solicitation. The contractor receiving award of contract is required to be registered in the Systems of Awards Management (SAM) database prior to award. This also includes the on-line representations and certifications. Offerors submitting bids must also be registered and certified in the VetBiz website as a Service-Disabled Veteran-Owned Small Business under the appropriate NACIS code. You certainly do not want your bid to be considered non responsive because you overlook any part of the bid form and/or fail to complete on-line representations and certifications.

The websites are as follows -

System for Award Management (SAM) – [www.sam.gov](http://www.sam.gov)

VetBiz [www.vetbiz.gov](http://www.vetbiz.gov)

You are further reminded that any amendments issued should be acknowledged on the reverse side of the bid form or signed and returned to the Contract Specialist.

Any erasures and/or changes on the bid form shall be initialed by the party signing the bid.

\*\*\* Alternate bid items\*\*\* (this project has 3 alternates)

Alternate bid item(s) bid items should reflect the total cost of the work, deleting the work as outlined. the figure should not reflect the deducted amount only. contractors are to bid on all bid items.

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There has been a change in the format for furnishing of the base bid item description and the bid alternates. This information is no longer contained in the general requirements section of the specification. This information is provided in one place, and one place only, that is in block 10 of the sf1442 and any continuation pages thereto. Prime contractors are reminded that when providing information to potential subcontractors and/or suppliers that the solicitation portion of the bid package will need to be provided to them to adequately identify the base bid and any bid alternates.

Type or print the name of the person signing the bid in block 20A, the signature goes in block 20B, and the date in 20C.

It is request that you complete and submit the "BIDDER'S/OFFEROR'S INFORMATION SHEET" with your bid. Although this is not a mandatory part of the submittal of your bid, you are strongly urged to complete this sheet when you submit your bid. This is one tools used in gathering information to be used to determine if the "low bidder" is responsible. If you are the low bidder on the project, providing this information with your bid will speed up the award process.

When you sign and submit your bid, you are agreeing to all terms and conditions outlined in the specifications and drawings.

#### **BONDS—**

**Bid Bond:** For solicitations expected to exceed \$150,000.00 a "Bid Bond" is required. Bid Bond Forms are available on line at the FBO website. The form number is Standard Form 24. The bid bond must be, at a minimum, 20% of the base bid. The bid bond must be completely filled out, signed, dated, and bear the corporate seal of the surety.

**Performance and Payment Bonds:** The awarded contractor will be required to provide both a Performance Bond and a Payment Bond for the contract. Both bonds must be in the amount of 100% of the awarded price.

**SURETIES EXECUTING THE BOND MUST BE ON THE DEPARTMENT OF THE TREASURY'S LIST OF APPROVED SURETIES.**

See the reverse side of the bond forms for complete instructions for completion.

Bidder's Label OF 17 should be used, if available, to identify your bid. In the absence of this form contractors are advised to clearly mark the outside of the bid envelope as follows: (see VAAR clause 852.214-70  
Caution to Bidders-Bid Envelopes)

The invitation/solicitation number is "VA250-16-B-0014"

The date for bid opening August 31, 2016 (at this time and unless extended)

The time of opening is 1:00 PM.

Bid for - "RENOVATE SPACE FOR EXPANDED REHAB THERAPY CLINICS,  
BUILDING 211"

Any changes to the specification, drawings, etc. including bidding date and time will be addressed by written amendment to the solicitation. Interested parties are urged to check the website frequently for amendments.

#### SAFETY:

This station has a very active safety program. In accordance with the solicitation, all contractors performing work on this facility are required to abide by all federal, state, and local laws applicable to the work performed. In addition to these regulations station policy supplements these regulations. Please make note of the information included in the Exhibit portion of the solicitation. These policies include such things as Sexual Harassment, Hot Work, Policy, Electrical Safety, Smoking Policy, and Workplace Violence.

For any of you who have not performed work here at this facility I would like to caution/remind you that you will be working in a medical setting providing 24/7 care to patients. These factors make it even more critical for contractors to exercise the utmost caution in all areas of the facility. Security of vehicles, tools, etc. is of great concern. In addition, consideration on noise levels, chemicals such as sealants emitting strong and/or offensive odors can also become a problem. Strict adherence to the specification and close coordination with the COTR Mr. Bolyard will be essential in the successful completion of the project.

#### SITE VISIT:

The site was visited. Exterior and interior areas were viewed. Typical patient rooms were available for viewing, as well as hallways and storage rooms. Shell space in basement was available for inspection. Pipe basement and crawl space were available for viewing. Exterior work as shown on the drawings was available for inspection and review. Cable routes from building 30 to building 211 were also available for viewing.

Construction phasing as delineated in the contract documents was reviewed. It was highlighted that the floors above are continuously occupied and the contract documents detail required infection control, coordination, and phasing requirements to keep their operations going. The renovation space has low ceilings, and the necessity for coordination between the trades as delineated in the contract document was highlighted. It was highlighted that this project includes commissioning and those requirements are delineated in the contract documents. It was highlighted that the construction schedule will need to include commissioning activities to ensure they are scheduled. It was highlighted that there are specific safety requirements listed in Specification 01 35 26.

#### Questions:

1. Is this job tax exempt.
  - A. The contractor will be provided with an Ohio Tax Exemption form for purchases directly relating to the contract upon award. Usually provided at the Pre-Construction Meeting.
2. Is TB testing required?
  - A. See PCRA's and ICRA's posted with this amendment.

3. Where is lead paint addressed in the contract documents?
  - A. See Specification Section 02 83 33.13

In closing I would like to thank you for your interest in this project and if I can be of any assistance please do not hesitate to contact me at 740-772-7011 (for general questions) or e-mail to [Beverly.Jones@va.gov](mailto:Beverly.Jones@va.gov) for specific questions regarding this solicitation.